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ObserveIT Quick Guide

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VPP Office



ObserveIT

Quick Guide

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ObserveIT Home Screen

Note that you are recognized by your Z#
after logging into the system.



At the home screen,
select Observations.

A screenshot of the ObserveIT web application interface. The browser's address bar shows the URL "https://esh-b2.lanl.gov/apex/f?p=195:1:8255407048197:::". The application has a blue header with the "ObserveIT" logo and a "Help" dropdown. A left sidebar contains navigation links: "Home", "Observations" (highlighted with a green box and an arrow), "Reports", and "Administrative Opti...". The main content area displays a "My Observation Count for Current Calendar Year" card with the value "2". A user profile dropdown in the top right shows the Z# "105218". At the bottom, there is a version notice "v1.0 Set Screen Reader Mode On".

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ObserveIT

Creating a New Observation

At this screen, select
Create New Observation
here or



The screenshot shows the ObserveIT web application interface. The left sidebar contains a menu with the following items: Home, Observations (with a dropdown arrow), + Create New Observation (highlighted with a green box), Edit Existing Observations, View Observations w/Details, Reports (with a dropdown arrow), and Administrative Opti... (with a dropdown arrow). The main content area has a header 'ObserveIT' and a section titled 'Observations'. Below this section, there are three buttons: 'Create New Observation' (highlighted with a green box), 'Edit Existing Observations', and 'View Observations w/Details'. An arrow points from the text 'At this screen, select Create New Observation here or' to the '+ Create New Observation' button in the sidebar. Another arrow points from the text 'here.' to the 'Create New Observation' button in the main content area.

ObserveIT

Home

Observations

+ Create New Observation

Edit Existing Observations

View Observations w/Details

Reports

Administrative Opti...

Observations

here.

Create New Observation

Edit Existing Observations

View Observations w/Details

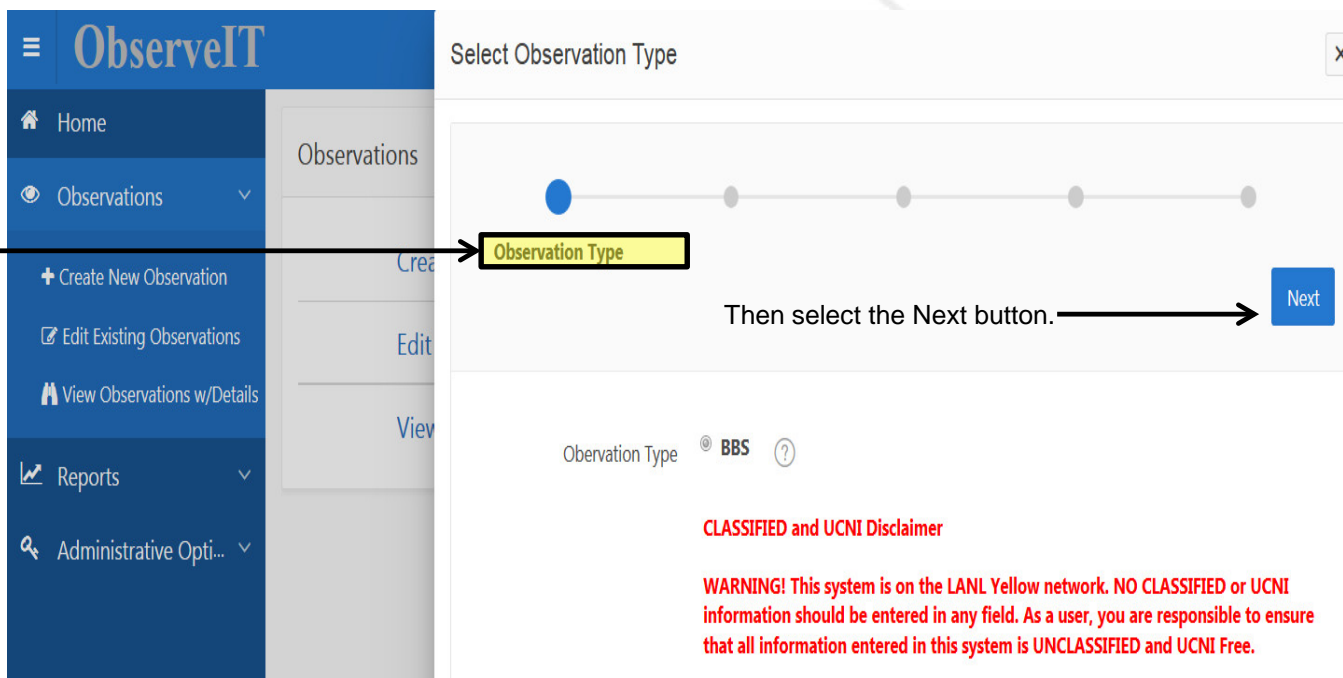
v1.0 [Set Screen Reader Mode On](#)

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ObserveIT

Creating a New Observation

The system will display a pop-up box. Select BBS as the Observation Type.



Select Observation Type

Observation Type

Then select the Next button.

Next

Observation Type © BBS ?

CLASSIFIED and UCNI Disclaimer

WARNING! This system is on the LANL Yellow network. NO CLASSIFIED or UCNI information should be entered in any field. As a user, you are responsible to ensure that all information entered in this system is UNCLASSIFIED and UCNI Free.

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ObserveIT

The system will display information based on your logon credentials.

Enter the observation data through the Self-Checks question on the bottom right.

Observations

Observation Type

General Information

Focus Areas

Focus Area Questions

Confirmation

Observation Type

BBS

Observation ID

Observer *

Delacruz, Vanessa Anne(105218)

Supervisor

Brandt, Michael Thomas(093903)

Deployed Organization

Observation Date *

10-JAN-16

Time

Tech Area

Building

Other Location

Outside

No

Performance Mode

Self Checks Involved?

CLASSIFIED and UCNI Disclaimer

WARNING! This system is on the LANL Yellow network. NO CLASSIFIED or UCNI information should be entered in any field. As a user, you are responsible to ensure that all information entered in this system is UNCLASSIFIED and UCNI Free.

Cancel

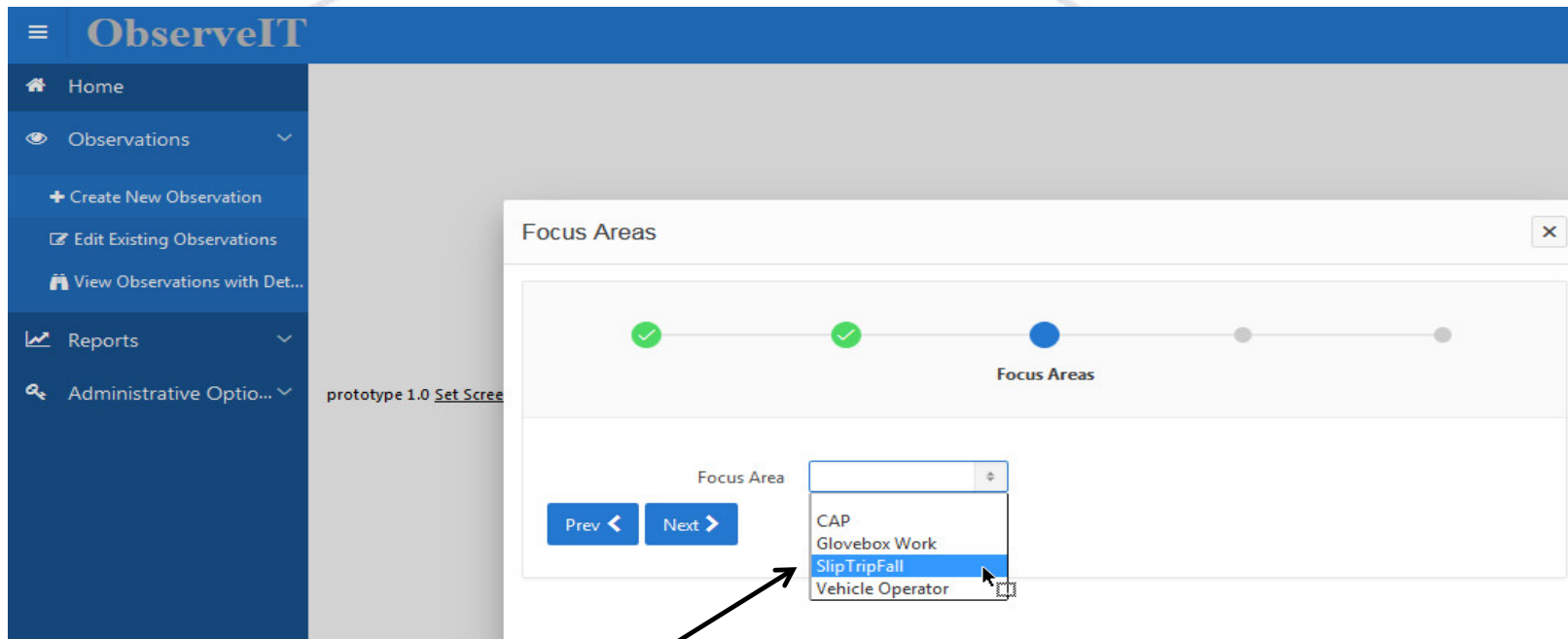
Next

Select the Next button.

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ObserveIT

Selecting a Focus Area



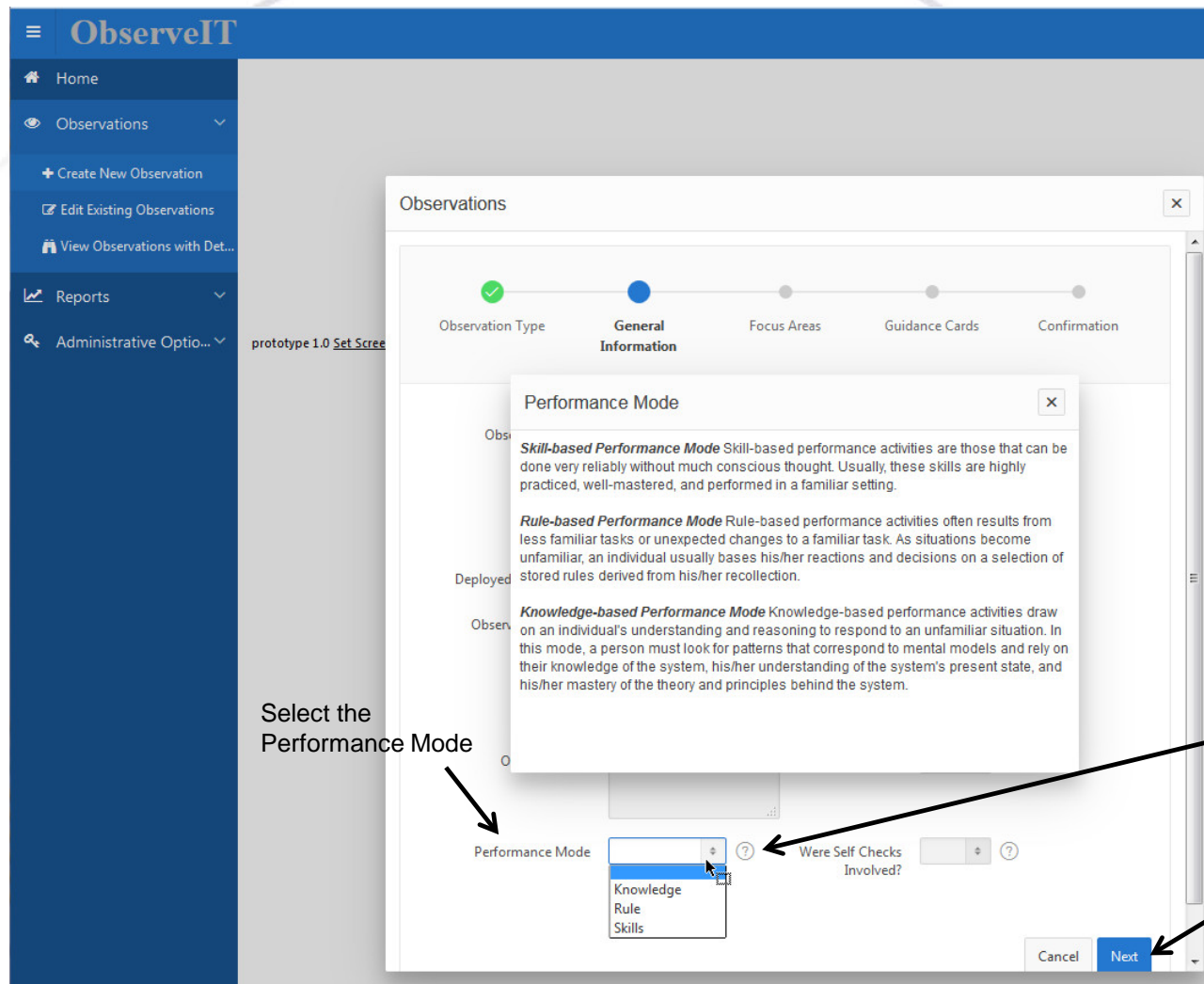
Select the Focus Area from the drop down box.

Select the Next button.

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ObserveIT

Selecting a Performance Mode



The screenshot shows the ObserveIT application interface. On the left is a dark blue sidebar with navigation links: Home, Observations (with a dropdown arrow), Create New Observation, Edit Existing Observations, View Observations with Det..., Reports (with a dropdown arrow), and Administrative Optio... (with a dropdown arrow). The main content area is light gray and displays the 'Observations' window. At the top of this window is a progress bar with five steps: Observation Type (green checkmark), General Information (blue dot), Focus Areas (gray dot), Guidance Cards (gray dot), and Confirmation (gray dot). Below the progress bar, the 'General Information' section is active. A 'Performance Mode' popup window is overlaid on the 'General Information' section. The popup has a title bar with a close button (X) and contains three sections: 'Skill-based Performance Mode' (describing reliable, practiced skills), 'Rule-based Performance Mode' (describing responses to unfamiliar situations based on stored rules), and 'Knowledge-based Performance Mode' (describing responses based on understanding and reasoning). Below the popup, the 'Performance Mode' dropdown menu is open, showing three options: Knowledge (highlighted), Rule, and Skills. To the right of the dropdown is a question mark icon. Below the question mark is a checkbox labeled 'Were Self Checks Involved?'. At the bottom right of the 'Observations' window are 'Cancel' and 'Next' buttons. Arrows from external text labels point to the 'Performance Mode' dropdown, the question mark icon, and the 'Next' button.

ObserveIT

Home

Observations

Create New Observation

Edit Existing Observations

View Observations with Det...

Reports

Administrative Optio...

Observations

Observation Type

General Information

Focus Areas

Guidance Cards

Confirmation

Performance Mode

Skill-based Performance Mode Skill-based performance activities are those that can be done very reliably without much conscious thought. Usually, these skills are highly practiced, well-mastered, and performed in a familiar setting.

Rule-based Performance Mode Rule-based performance activities often results from less familiar tasks or unexpected changes to a familiar task. As situations become unfamiliar, an individual usually bases his/her reactions and decisions on a selection of stored rules derived from his/her recollection.

Knowledge-based Performance Mode Knowledge-based performance activities draw on an individual's understanding and reasoning to respond to an unfamiliar situation. In this mode, a person must look for patterns that correspond to mental models and rely on their knowledge of the system, his/her understanding of the system's present state, and his/her mastery of the theory and principles behind the system.

Performance Mode

Knowledge

Rule

Skills

Were Self Checks Involved?

Cancel

Next

Select the
Performance Mode

Selecting the
question mark (?)
provides a popup
window explaining
Performance
Modes

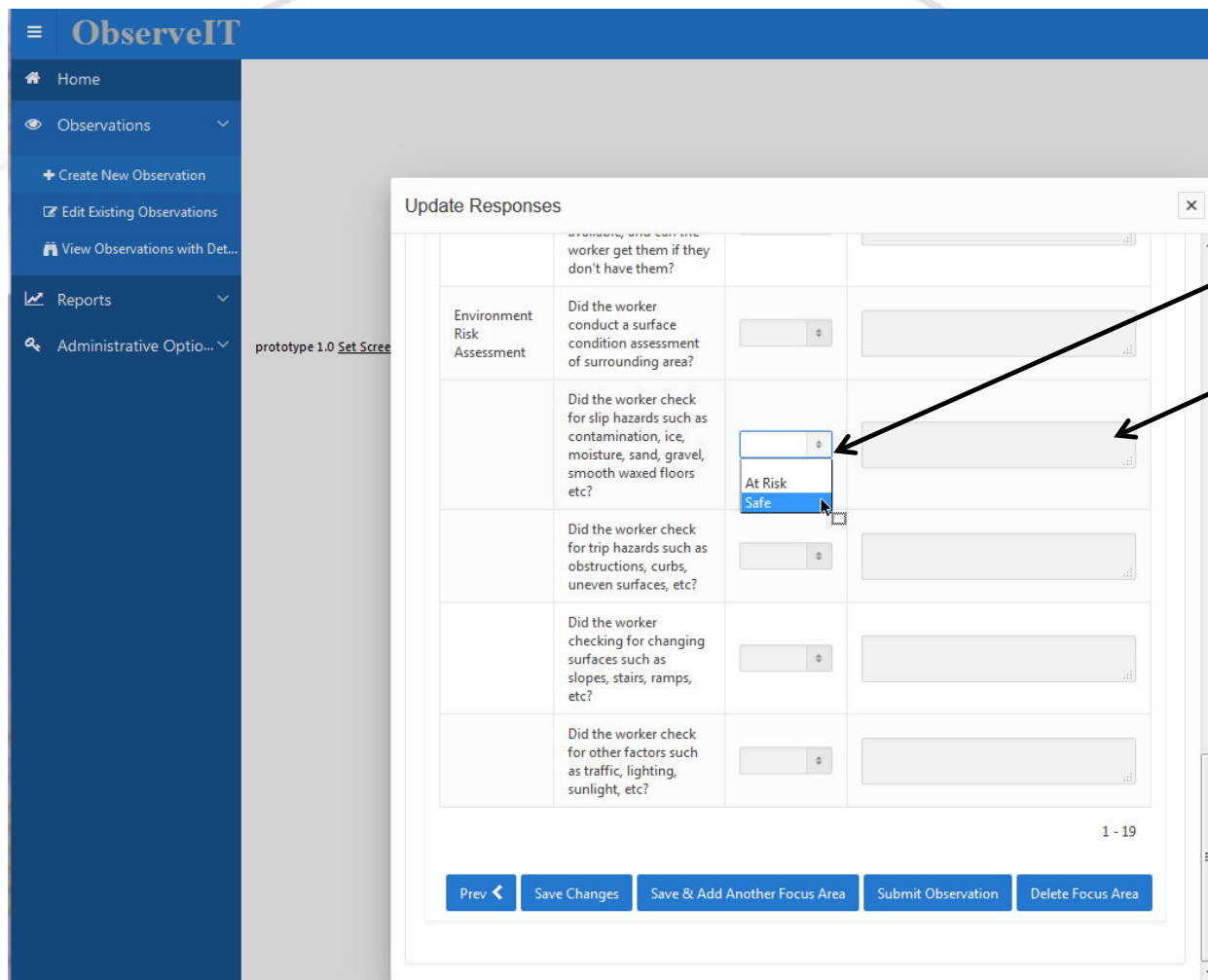
Select the Next
button.

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ObserveIT

Responding to Guidance Card Questions

Safe or At Risk?



The ObserveIT interface features a sidebar with navigation options: Home, Observations (with a dropdown), Create New Observation, Edit Existing Observations, View Observations with Det..., Reports (with a dropdown), and Administrative Options (with a dropdown). The main content area displays a 'Update Responses' dialog box. This dialog contains a table with the following questions and response options:

Environment Risk Assessment	Question	Response Options
	Did the worker get them if they don't have them?	<input type="text"/>
	Did the worker conduct a surface condition assessment of surrounding area?	<input type="text"/>
	Did the worker check for slip hazards such as contamination, ice, moisture, sand, gravel, smooth waxed floors etc?	<input type="text"/> At Risk Safe
	Did the worker check for trip hazards such as obstructions, curbs, uneven surfaces, etc?	<input type="text"/>
	Did the worker checking for changing surfaces such as slopes, stairs, ramps, etc?	<input type="text"/>
	Did the worker check for other factors such as traffic, lighting, sunlight, etc?	<input type="text"/>

At the bottom of the dialog are five buttons: Prev, Save Changes, Save & Add Another Focus Area, Submit Observation, and Delete Focus Area. The status '1 - 19' is displayed at the bottom right of the dialog.

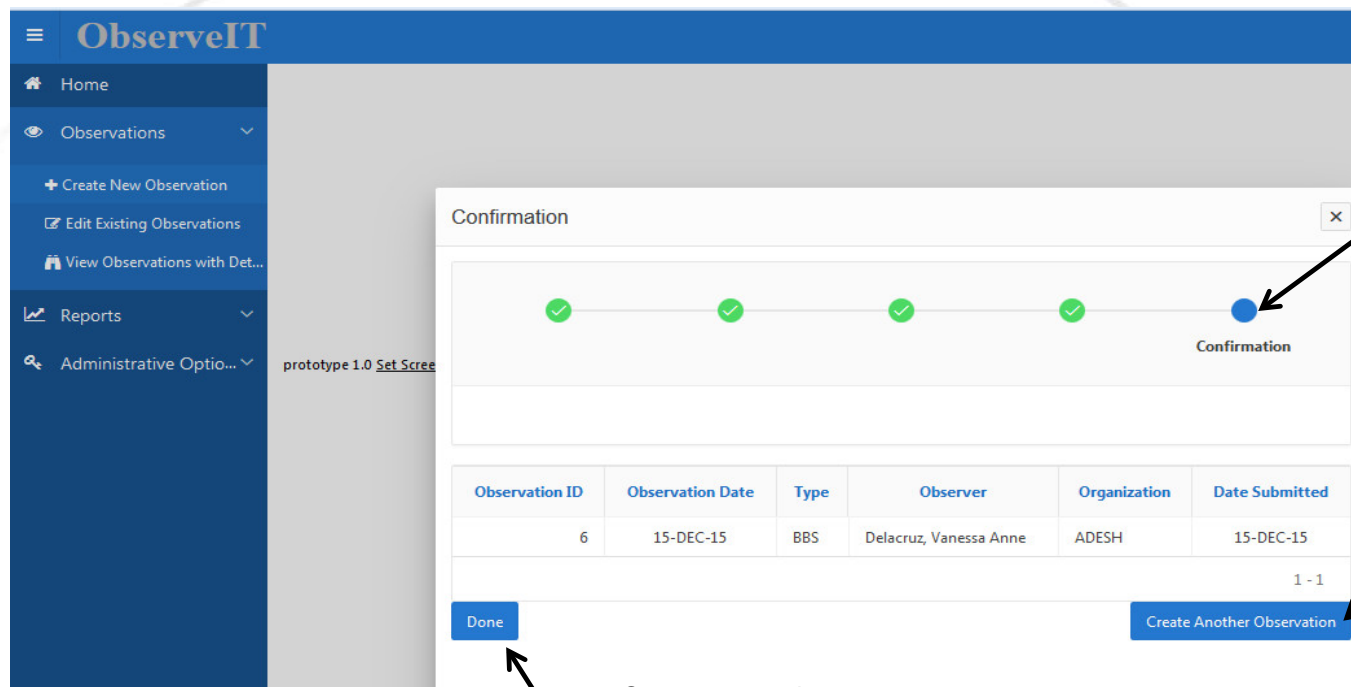
Answer the Guidance Card questions with either Safe or At Risk. Comments are required for At Risk behavior, but you can provide comments for both.

The Prev button takes you back one screen without saving changes. The Save Changes button saves all of your changes. The Save & Add Another Focus Area button saves your observation and allows you to add another focus area (Slide #8). The Submit Observation button saves your observation and takes you to the Confirmation screen (Slide #8). The Delete Focus Area button allows you to start over.

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Confirmation of BBS Entry



The ObserveIT interface shows a confirmation dialog for a BBS entry. The dialog has a progress bar with five steps, all marked with green checkmarks. The fifth step is labeled 'Confirmation'. Below the progress bar is a table with the following data:

Observation ID	Observation Date	Type	Observer	Organization	Date Submitted
6	15-DEC-15	BBS	Delacruz, Vanessa Anne	ADESH	15-DEC-15

At the bottom of the dialog are two buttons: 'Done' and 'Create Another Observation'.

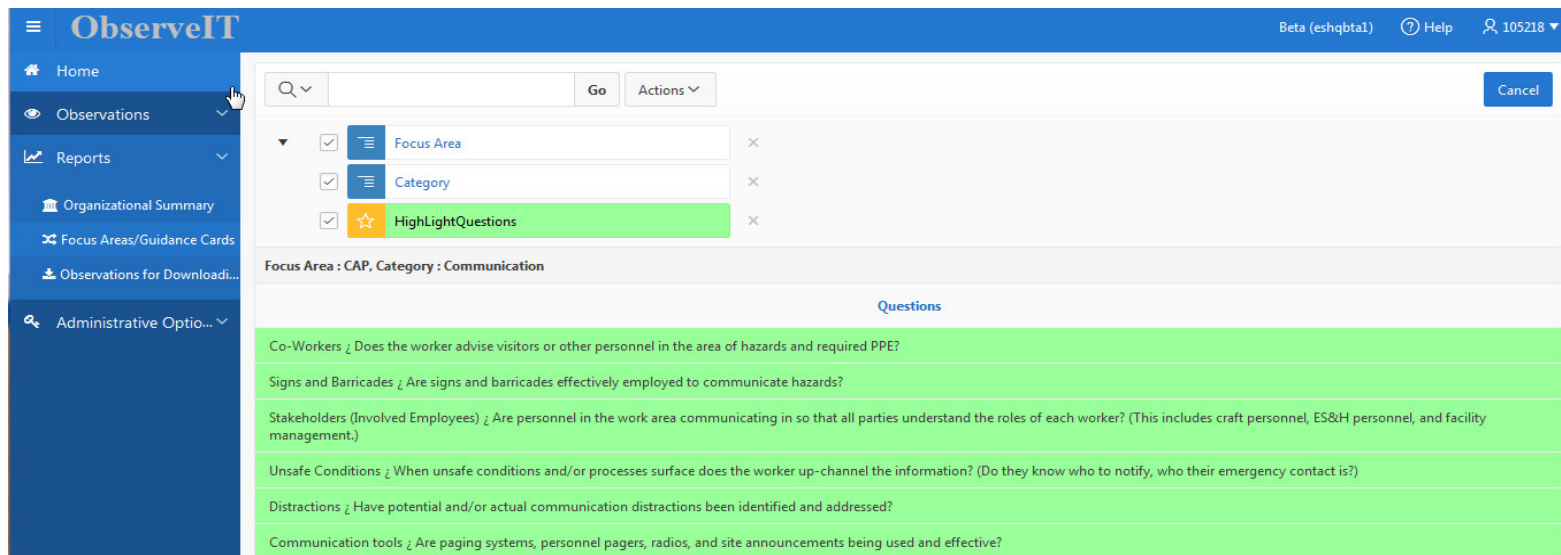
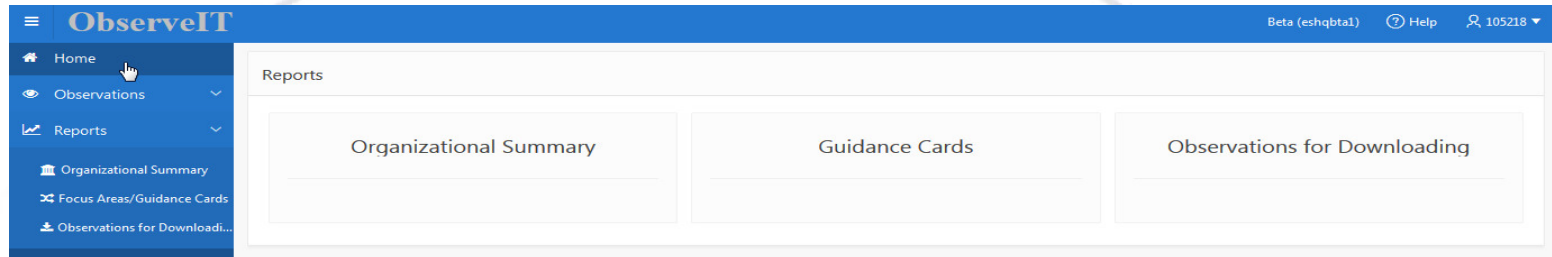
The system confirms that your observation has been saved.

Select the Create Another Observation button to document an additional observation.

Once you are done with Observations, select the Done button to get back to the Home screen.

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ObserveIT Reports

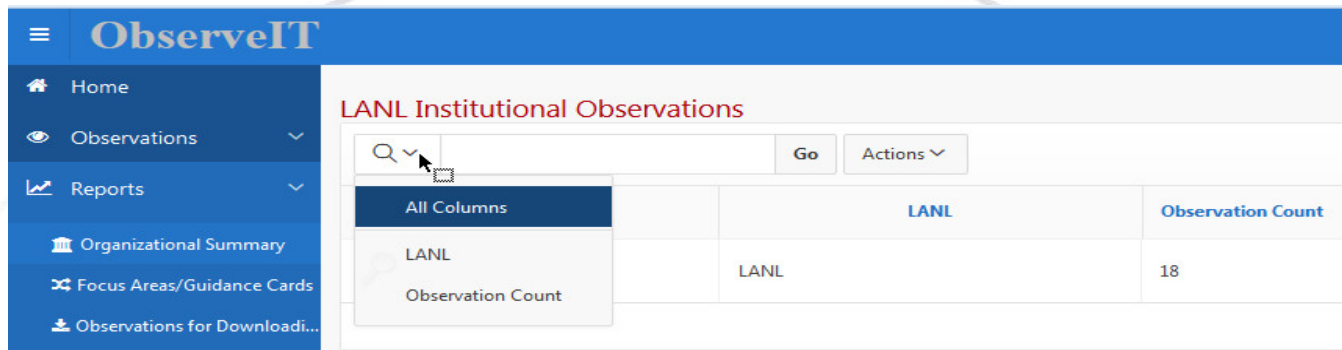


As displayed above, you can run reports by organizational summary, Guidance Cards (in green), or in an Excel spreadsheet format.

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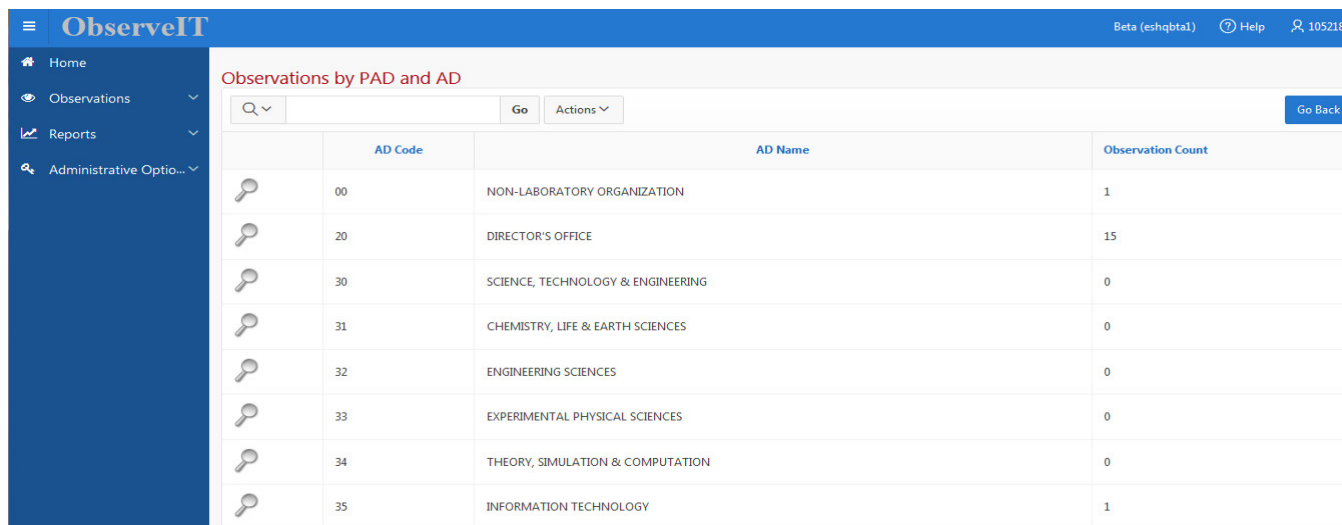
ObserveIT

Reports – Drilldown by PAD and AD











The interface shows the 'ObserveIT' header with a sidebar menu containing Home, Observations, Reports, Organizational Summary, Focus Areas/Guidance Cards, and Observations for Downloading. The main content area is titled 'LANL Institutional Observations' and features a search bar, 'Go' button, and 'Actions' dropdown. A table displays the drilldown data:

	LANL	Observation Count
LANL	LANL	18



The interface shows the 'ObserveIT' header with a sidebar menu containing Home, Observations, Reports, and Administrative Options. The main content area is titled 'Observations by PAD and AD' and features a search bar, 'Go' button, 'Actions' dropdown, and a 'Go Back' button. A table displays the drilldown data:

	AD Code	AD Name	Observation Count
	00	NON-LABORATORY ORGANIZATION	1
	20	DIRECTOR'S OFFICE	15
	30	SCIENCE, TECHNOLOGY & ENGINEERING	0
	31	CHEMISTRY, LIFE & EARTH SCIENCES	0
	32	ENGINEERING SCIENCES	0
	33	EXPERIMENTAL PHYSICAL SCIENCES	0
	34	THEORY, SIMULATION & COMPUTATION	0
	35	INFORMATION TECHNOLOGY	1

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ObserveIT

Reports Drilldown by AD and by Division

ObserveIT

Beta (eshqbtal)

Help

105218

Home

Observations

Reports

Administrative Optio...





AD Observations

Q

Go

Actions

Go Back

	AD Code	Division Code	Division	Observation Count
	33	33	EXPERIMENTAL PHYSICAL SCIENCES	0
	33	3N	MATERIALS PHYSICS & APPLICATIONS	0
	33	3P	MATERIALS SCIENCE & TECHNOLOGY	0
	33	3R	PHYSICS	0

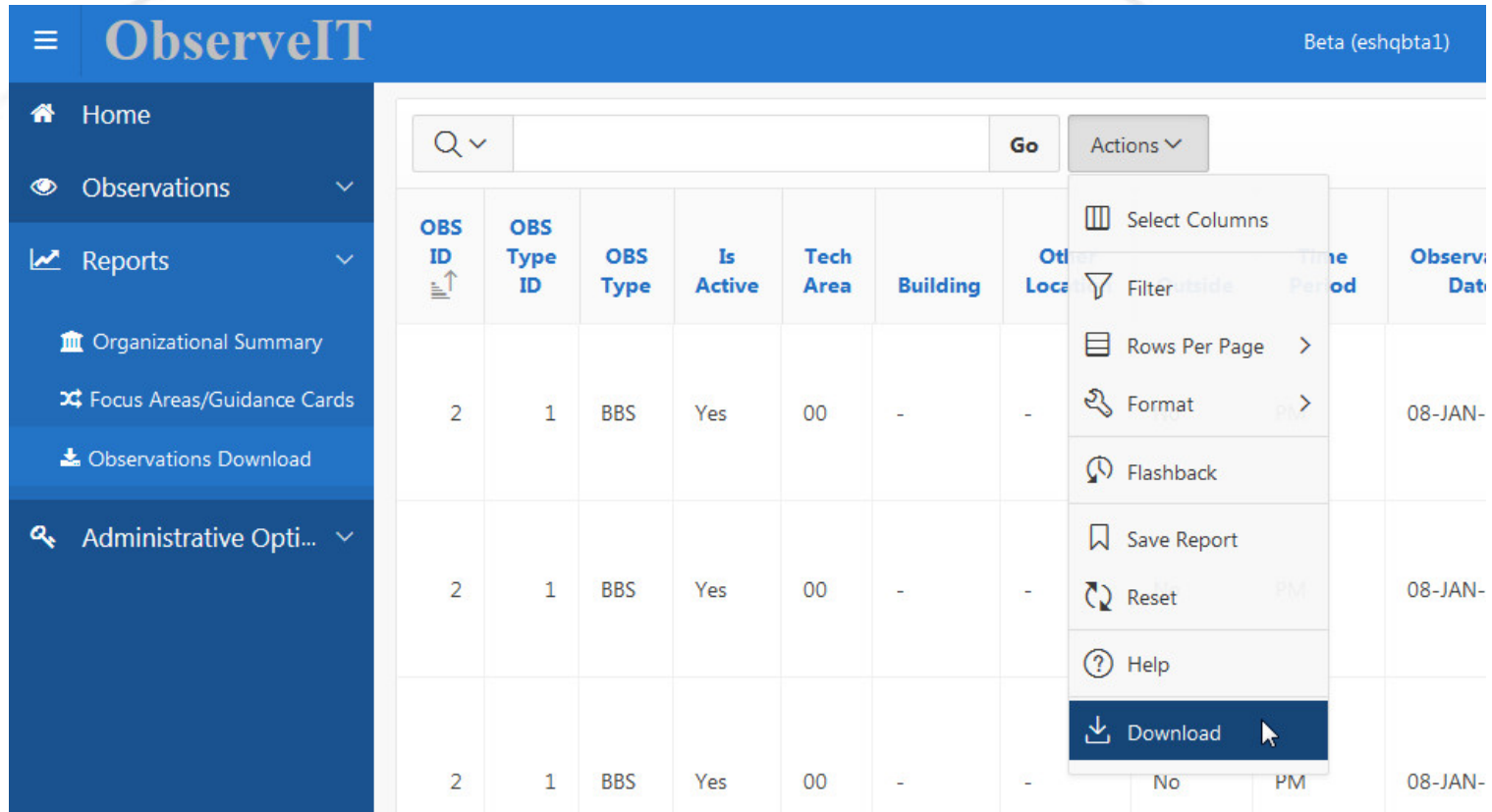
ObserveIT								Beta (eshqbtal)	Help	105218
Home	Observations	Reports	Administrative Optio...							
Division Observations										
Q	Go	Actions					Go Back			
	AD Code	AD Name	Division Code	Division	Group Code	Organization	Observation Count			
🔍	33	EXPERIMENTAL PHYSICAL SCIENCES	3P	MATERIALS SCIENCE & TECHNOLOGY	3P00	MST-DO	0			
🔍	33	EXPERIMENTAL PHYSICAL SCIENCES	3P	MATERIALS SCIENCE & TECHNOLOGY	3P01	MST-6	0			
🔍	33	EXPERIMENTAL PHYSICAL SCIENCES	3P	MATERIALS SCIENCE & TECHNOLOGY	3P02	MST-16	0			
🔍	33	EXPERIMENTAL PHYSICAL SCIENCES	3P	MATERIALS SCIENCE & TECHNOLOGY	3P03	MST-7	0			
🔍	33	EXPERIMENTAL PHYSICAL SCIENCES	3P	MATERIALS SCIENCE & TECHNOLOGY	3P04	MST-8	0			
								1 - 5		

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ObserveIT

Reports – Export Data to Excel

As displayed below, you can run reports in an Excel spreadsheet format. The ObserveIT format has some of the Excel functionality but you can export the data to Excel for full functionality.



The ObserveIT interface shows a sidebar with navigation options: Home, Observations, Reports, Organizational Summary, Focus Areas/Guidance Cards, Observations Download, and Administrative Options. The main area displays a table of observations. A search bar and 'Go' button are at the top. An 'Actions' dropdown menu is open, showing options: Select Columns, Filter, Rows Per Page, Format, Flashback, Save Report, Reset, Help, and Download. The 'Download' option is highlighted.

OBS ID	OBS Type ID	OBS Type	Is Active	Tech Area	Building	Other Location	Time Period	Observ. Date
2	1	BBS	Yes	00	-	-		08-JAN-
2	1	BBS	Yes	00	-	-		08-JAN-
2	1	BBS	Yes	00	-	-	No PM	08-JAN-

Questions? Please contact Vanessa A. De La Cruz at vanessa@lanl.gov.

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